



To: Members of Department of Health
Board/Council/Commission/Task Force

Staff Contacts for Department of Health
Board/Council/Commission/Task Force

From: Rachel Hammond, Ethics Liaison Officer

Date: January 6, 2015

Subject: Ethics Requirements for Special State Officers

Pursuant to the New Jersey Conflict of Interest Law, commonly referred to as the “Ethics Law”, N.J.S.A. 52:13D-13(e) Special State Officers are members of boards, commissions, councils, task force, etc. who serve without compensation or who may receive reimbursement for expenses. The New Jersey Conflict of Interest Law and associated rules impose certain requirements on Special State Officers, including requirements for annual ethics training and completion of the Outside Employment Questionnaire minimally every three years.

I. ANNUAL ETHICS TRAINING

In accordance with N.J.S.A 52:13D-21.1, all Special State Officers must receive mandatory ethics training each year. All Special State Officers are required to complete ethics training by completing the mandatory “Special State Officer Training Module” on-line training, found at <http://www.state.nj.us/ethics/training/online/index.html>. Please allow approximately forty minutes to complete the Special State Officer Training Module, which is a power point presentation.

Deadline:

Please complete the on-line ethics training module by May 15, 2015.

Receipt Evidencing Completed Training:

At the end of the training module, there will be a form that Special State Officers must fill out to verify ethics training completion. After filling out the form, receipts for completion will be enabled and verify the successful completion of the ethics on-line training program. Special State Officers should submit the ethics training receipt to their Department of Health Board/Council/Commission staff contact verifying completion of the ethics training module. The Department of Health Staff contact will maintain an ethics files evidencing compliance of all Special State Officers with the training requirements.

II. OUTSIDE EMPLOYMENT QUESTIONNAIRE

In accordance with N.J.A.C. 19:61-5.9, all Special State Officers must complete the Outside Employment Questionnaire (OEQ) a minimum of every three years and upon any changes to employment or outside activity. Special State Officers’ employment and outside activities are not subject to approval. Special State Officers should use the OEQ form to disclose existing outside employment and affiliations so that the Department of Health’s Ethics Officer or Deputy Attorney General can screen for potential conflicts and recusal issues. The OEQ form is located here: http://www.state.nj.us/health/ethics/standards_stateofficers.shtml.

Deadline:

Please complete the OEQ form by May 15, 2015.

Completed Outside Employment Questionnaire (OEQ) Form:

Special State Officers should complete and submit the OEQ to the staff contact for the Department of Health Board/Council/Commission on which the Special State Officer is a member. The Department

of Health Staff contact will maintain an ethics file evidencing compliance of all Special State Officers with the OEQ requirements.

Thank you once again for your continued cooperation and compliance with New Jersey's Conflict of Interest Law. Please contact me if you have questions regarding the on-line training or completion of the Outside Employment Questionnaire at 609-292-1447.

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